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**Date:** May 27, 2020  
**To:** Mayor and Council  
**Author:** Shaun Martinho, Manager of Public Works  
**RE:** Environmental Services Staffing Request  
**Report No.:** MS 2020- 19

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## **AIM**

To seek Council approval to proceed with a full-time job posting in Environmental Services in lieu of a temporary contract position and that council consider keeping this position for the purposes of succession planning until all employees with eligible retirement dates between 2019-2021 vacate their positions

## **BACKGROUND**

On November 19, 2019 a senior employee in the Environmental Services Department went on leave due to a personal illness. In accordance with the terms of the Town's Health Insurance Plan, this employee transitioned onto Long-term disability on February 19, 2020. Municipal Services planned to post an external 6-month temporary contract position but this was put on hold due to the COVID-19 pandemic.

Municipals Services conducted a review of workforce demographics within the Department. The retirement eligibility of senior staff is as follows:

Staff	Eligible Retirement Date
Employee A	December 31, 2019
Employee B	May 31, 2019
Employee C	April 30, 2021

It should be noted that none of these staff members have given a formal notice of retirement. However, all of them have indicated that they plan to retire before the end of 2021.

## **DISCUSSION**

Ontario Regulation 128/04: *Certification of Drinking Water Systems Operators and Water Quality Analysts* outlines the certification process for new water operators. In summary, new operators are required to work through a traineeship that includes 1800 experience hours and mandatory training. During this time, they can only perform a limited number of activities and they have to work under the supervision of a fully certified water operator. Experience can only be gained while working for an accredited operating authority such as a municipality or OCWA. This makes it extremely difficult to recruit fully certified operators. Therefore, it will be one year before a new hire can work independently within Kingsville's distribution system.

Given the traineeship requirements for new hires and retirements in the near future, there could be a significant negative impact to daily operations. As specified within the Town's Drinking Water Quality Management System (DWQMS), the Town is committed to providing safe drinking water to its customers by ensuring that all staff are well trained, competent to undertake the duties assigned to them, and certified appropriately. To ensure new hires receive an appropriate level of onboarding from senior staff Municipal Services is in support of temporarily increasing the size of the department from five (5) to six (6) full time staff members.

A labour shortage could significantly affect the department's ability to meet the maintenance requirements specified in the Town's DWQMS. It is recognized that there could be increased salary and benefit costs should eligible employees choose to delay retirement. However, Municipal Services believes these additional costs are necessary to ensure uninterrupted service and ultimately safe drinking water for Kingsville residents.

## **LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

## **FINANCIAL CONSIDERATIONS**

The approximate cost for a 6-month temporary position in Environmental Services is \$38,688.00. In comparison, the cost for a full-time employee for the balance of the year including WSIB, CPP, EI, OMERS and health benefits is approximately \$42,903.30. To date there has been \$26,245.00 in reduced salary expenses due to the personal illness. The cost of a full-time staff member including all expenses is \$85,806.60. Future expenses for this employee will be incorporated into the budget for approval and removed once the last retirement takes place.

## **CONSULTATIONS**

Corporate Services Department  
Financial Services Department  
Municipal Services Department

## RECOMMENDATION

That Council add a full-time Environmental Services position to increase the staff complement to 6 full-time employees, until three (3) employees eligible to retire between 2019 - 2021 have retired from their positions.

Respectfully Submitted,

*Shaun Martinho*

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